

Lucky 7 Beverage

Online Ordering Instructions

Use your temporary password to login. Use the email address you gave as the user id.

1. When you place your order please use the **REORDER** option. This will bring up the items you most frequently order. ***Do not select PLACE ORDER it is very long and cumbersome to order with this selection.***
2. Enter your desired quantities for the items you see here. You can add items not listed at this time during a later step.
 - a. Keep in mind the case packs when you order. To order partial cases just enter .75, .50, .25 or the equivalent for the bottles you need.
 - b. *Do not hit the back arrow in the browser when you're placing your order.* The system doesn't like it and it will randomly add items to the order and cause problems.
3. Once you have finished entering your quantities for your order, select **REVIEW ORDER**.
 - a. At this time, you can look over the items and quantities you have entered and make the necessary adjustments.
 - i. Option 1 Select **SUBMIT ORDER** *without* additional items.
 - ii. Option 2 Select **ADD NEW ITEM** to add an item not listed originally. You can now find the item you would like to add and enter the desired quantity. Review order again and then you can submit your order.
 - iii. Comments, if you have a comment you would or note you want to leave for the office to review please do so and we will see it and respond accordingly.

Let me know if you have any questions at all and I will do my best to clarify.

Thanks,

Casey